To:

From:

Re: **MORE! 2020** Maintenance and Reliability Conference Proposal

CMMS Data Group is hosting **MORE! 2020**, its signature training / learning event for Maintenance, Facilities, Reliability, and Inventory professionals. The event will take place from May 12 – May 14, 2020, in Chicago, Illinois. This is a conference where numerous maintenance and reliability experts will be present to answer questions, host sessions for in-depth discussion and training, share best practices, and talk about the newest developments in maintenance management software technology and reliability technology.

The main goals of the conference are to ensure that we optimally utilize our maintenance management software, increase the reliability of our assets, and save time and money. Additionally, it would give me the opportunity to gain and share information with my peers on a nationwide level. I have reviewed the agenda and feel that it would be an excellent value and prudent investment.

Attending **MORE! 2020** will prove especially helpful with the following projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

Below is a cost estimation:

* Conference Registration:
* Travel
	+ Airfare:
	+ Rental Car:
	+ Lodging:
	+ Meals:
* Other
* **Total**: $X,XXX

I would be happy to write a post-conference brief that includes a summary, key points, and recommendations that would help us to fully utilize our maintenance software, increase asset reliability, and save time and money. I will also meet with the team to share my findings, recommendations, and other relevant information.

Thank you for your consideration.

Sincerely,

(Insert Name/Signature Here)